The following is a list of things that committee chairs need to know and/or ask and should not be assumed to be a complete list. This is a work in progress.

1. Committee Name?
2. When & where does the committee meet?
3. What is the make-up of the committee members? See the Participatory Governance Handbook for many answers.
   a. Does everyone get a vote?
   b. How many members must be present for quorum?
4. What/Who does the committee report to? CPC / Academic Senate / President / other
5. Who is the recording secretary / minute taker for meetings?
6. Will they post the agendas / minutes online and/or email out notices?
7. Where does the agendas / minutes get posted? See Jerry McClellan for info and access to web pages.
8. Does the recording secretary know how to take minutes?
   a. If not, who can teach them? You can ask one of the Division Secretaries or Administrative Secretaries for help.
   b. Do they know what should be included in the minutes?
9. How would you get a recording secretary if you need one? There is a free recording/transcribing app called Otter for your phone that may help.
10. What are your meeting “norms”? I.e. consensus or motions and voting, does everyone take turns (around the table) speaking on items or as they desire, etc.
11. Respond to questions in a timely manner. 72 hours for most things.
12. During the meeting:
   a. Keep a list of who desires to speak on the current subject so each will get their turn.
13. If there is members that are not attending, reach out to them to find out the reason and if they cannot regularly attend, speak to their union rep/committee there are appointed from and ask for someone that can attend regularly.
14. Create a basic/standard agenda and add items as needed.
15. What is the chair’s length of term?
16. If there is more than one chair, how does each term run?
17. What are the procedures for chair elections?

Items that all committees must do throughout the year:

☐ Email meeting notices with requests for agenda items one week prior of meeting notice.
☐ Email to LAHC-ALL (BCC) and post agenda on web page 72 hrs prior to meeting. Note that if the committee is Brown Act required, it is 72 working hours.
☐ Email, with agenda, the draft minutes from prior meeting.
Go over "Committee Descriptor" at 1st meeting and finalize (approve) by 2nd meeting. Email final descriptor to CPC / Academic Senate for their approval.

Prepare an "End of year report" (for accreditation) and have committee approve at 1st meeting. Email it to CPC / Academic Senate.

Post approved minutes on web site within two weeks after meeting approval.

Ask each member to have a backup (alternate) in case they are not able to attend. Remind them that they need to let the chairs know who will be attending in their place.

At the designated time, begin the chair nomination/voting process.

List of Unions and their reps at LAHC

1521 – Mario Valades
1521A – Wheanokqueah Gilliam
SEIU Local 99 – Carlos Diaz
SEIU 721 – Arif Ahmed
Building and Trades – Jose Moreno
Teamsters Local 911 – Priscilla Lopez
Academic Senate – Van Chaney
Unrepresented Staff – Ivan Clarke
ASO - Jessica McCarns